



# HEARTLAND COMMUNITY COLLEGE

## IDENTIFICATION FOR INFORMATION SYSTEMS ENROLLMENT

This form is used by Heartland Community College personnel to create your identity in the College's Human Resources Management System (HRMS-PeopleSoft) and to generate information for related information systems used by the College. The information provided determines your Heartland Community College e-mail address and computer network login name; therefore it is extremely important to pay close attention to the information requested.

You are asked to provide both your legal name and your preferred name to the College, which may or may not be the same. The "Legal Name" is used for government reporting and other formal purposes. The "Preferred Name" is used to create your Heartland Community College e-mail address and login name for College information systems and may also be displayed in college directories. Because of the complexity, effort, and time required to change an individual's login name once it is created, login names will not be changed due only to user preference. The examples below explain the impact of the "Preferred Name."

*Note: Login names are up to eight characters in length; when a login name or email address is already assigned to another individual, a numbering convention is used in combination with the login name or email address.*

**EXAMPLE #1:** If you identify "Elizabeth" as your preferred first name, and "Cronkite" as your preferred last name, your login name would likely be: ECRONKIT and your e-mail address would be: Elizabeth.Cronkite@heartland.edu

**EXAMPLE #2:** If you identify "Liz" as your preferred first name, and "Cronkite" as your preferred last name, your login name would likely be: LCRONKIT and your e-mail address would be: Liz.Cronkite@heartland.edu

**EXAMPLE #3:** If you identify "Liz" as your preferred first name, and "Cronkite-Whitman" as your preferred last name, your login name would likely be: LCRONKIT and your email address would be: Liz.Cronkite-Whitman@heartland.edu

**EXAMPLE #4:** If you identify "Liz" as your preferred first name, and "Cronkite Whitman" as your preferred last name, your login name would likely be: LCRONKIT and your email address would be: Liz.CronkiteWhitman@heartland.edu

PREFIX (*Mr., Ms., Mrs., Dr.*)

GENDER

LEGAL NAME

PREFERRED NAME (*if different than legal name*)

First

First

Middle

Last

Last

Date of Birth

Suffix (*Jr, III, IV, etc.*)

Social Security #

HOME ADDRESS

CITY/STATE/ZIP

Home Phone #

Mobile Phone #

Work Phone #

*This section for Dean/Instructional Use Only*

INITIAL TERM/SEMESTER: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Prefix/Section # of Courses Tentatively Assigned \_\_\_\_\_

Completed by \_\_\_\_\_

**HANDLE AS SENSITIVE AND CONFIDENTIAL INFORMATION WHEN COMPLETED**